



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

333 W. Ocean Blvd., 3rd Floor, Long Beach, CA 90802

REDEVELOPMENT BUREAU

MANAGEMENT OPPORTUNITY COMMUNICATIONS OFFICER

THE POSITION

The Communications Officer reports to the Redevelopment Bureau Manager and is responsible for creating a coordinated program that involves and informs the community about redevelopment activities, initiatives, accomplishments, and successes. The Communications Officer will serve as the primary point of contact for the press and for public inquiries, and must exercise a high degree of political sensitivity providing information about Redevelopment projects, especially controversial issues.

EXAMPLES OF DUTIES

- Coordinates publicity for Redevelopment programs and events, including preparation and distribution of information on special events;
- Directs the development of content for all Redevelopment publications, television programs, and other mass media, requiring extensive writing and editing;
- Provides information to the media and public regarding Redevelopment programs and events through press releases, media events, and other strategies;
- Assists in coordination of a wide variety of events, activities and projects with other Department staff
- Writes speeches for Department management and staff;
- Manages, supervises and coordinates the work of consultants and contract vendors;
- Performs other related duties as assigned.

QUALIFICATIONS

Bachelor's Degree in Public Administration, Communications, Public Relations, or a related field and 5 years progressively responsible experience in public affairs, preferably in the public sector. Knowledge of municipal governance and redevelopment is highly desirable.

SALARY

Starting salary for this position is from the high \$60,000s to the mid \$80,000s. Initial placement will be based on qualifications with increases based on a merit pay plan.

SELECTION PROCEDURES

A resume and a letter of interest are required and will be reviewed for depth and breadth of experience and level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Submit your letter of interest and resume to:

Communications Officer Recruitment
Department of Community Development
333 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802

Resumes and letters of interest must be received at the above address no later than 4:30 p.m. Friday, March 9, 2007.

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with disabilities Act of 1990. If a special accommodation is desired for further participation in the selection procedures or if you would like to request this information in an alternative format, please call Georgette Wittman at (562) 570-5799.